

JOB OPPORTUNITY
Office of Policy and Management
Budget Analyst
(May be under filled at the level of Leadership Associate)
Budget and Financial Management Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 106554, 106555

Hours: 8:00 a.m. to 5:00 p.m. (40 hours per week)

Salary: Budget Analyst – (\$62,229 - \$84,847)
Leadership Associate – (\$59,266 - \$80,807)

New hires into state service usually start at the minimum of the salary range

Closing Date: Must be received in this office by close of business (5:00 p.m.) February 28, 2014

The Office of Policy and Management seeks to fill two Budget Analyst vacancies in the Budget and Financial Management Division. The intent is to hire two Budget Analysts, however, the vacancies may be under filled at the level of Leadership Associate and promoted to the target class of Budget Analyst after successful completion of a two-year development program.

Duties: Performs technical financial analysis work, assisting a specialist of higher grade in administering the State financial program for a group of State agencies or programs; analyzes, reviews, and makes recommendations for the financial affairs of the agencies or programs assigned; assists in the analysis and review of budget requests and options for assigned agencies or programs; studies operations and needs, makes suggestions for modifications of financial proposals when appropriate; assists in performing analytical work involving examination of budgetary controls, fiscal operations and purchasing functions; monitors agency spending/revenue/capital programs during the fiscal year; makes recommendations to the specialist on the financial requests in terms of agency or program policy or objectives; participates in review of state agencies fiscal management policies, procedures and systems; prepares background data and conducts studies on various problems arising in connection with fiscal administration; reviews requests for establishment of new positions, leases, and capital projects; assists in reviewing state agency requests for Personal Service Agreements and Purchase Service Contracts; prepares reports; participates in on-going refinement of program budget development and the budget option process; participates in conferences and legislative hearings regarding the financial requirements of assigned agencies and programs; participates in negotiations with agencies for voluntary compliance with recommended changes; performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of the principles and practices of organization and management including public administration; knowledge of governmental budget management and governmental accounting; oral and written communication skills; interpersonal skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply relevant State and Federal statutes, regulations, and administrative policies; ability to utilize financial information systems.

Eligibility Requirements:

For **Budget Analyst** Position

General Experience: Six (6) years professional experience in budget work, financial management or operations with budgetary responsibility.

Substitution allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in Public Administration, Business, Economics, Finance or closely related fields may be substituted for one (1) additional year of the General Experience.
3. For state employees two (2) years of experience as a Fiscal/Administrative Assistant or Assistant Accountant may be substituted for the General Experience.

For **Leadership Associate** Position - Candidates must be able to meet the experience and training requirements of the designated class of Budget Analyst after successful completion of a two-year development program.

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) a cover letter that describes your interest and suitability for the position; (2) resume; (3) an Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Indicate whether you are applying for the Budget Analyst or Leadership Associate position at the bottom of page 1 on the Application; and (4) **copy** of educational transcript if you possess a Bachelor's degree (Please note that the copy of your educational transcript must be submitted with your application and will not be accepted separately). **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without above mentioned documents. Submit your application to:

Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106

Please note that due to the large number of applications expected for the above recruitment, we will not be able to confirm receipt of your application.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.